

State of Alaska FY2010 Governor's Operating Budget

Department of Fish and Game Fish and Game Boards and Advisory Committees Component Budget Summary

Component: Fish and Game Boards and Advisory Committees

Contribution to Department's Mission

The Boards Support Section administers the public process for the state's fish and wildlife regulatory system relating to fish and wildlife resources, and ensures the public is provided an opportunity to participate in that process.

Core Services

- All expenses and activities related to the Board of Fisheries, Board of Game, Joint Boards of Fisheries and Game, the 82 local fish and game advisory committees, and staff support for the regulatory process are included in this component. The Board of Fisheries typically meets five times, plus teleconferences [40 days]; the Board of Game typically meets three times, plus teleconferences [20 days]; and the Joint Board can meet up to one time per year [1-4 days]. 74 of 82 committees are active.
- The office provides staff support to the boards and advisory committees and sets section policies and procedures. Staff coordinates meetings and activities of the boards, process petitions and regulatory changes outside board meetings and deal with the technical functions of correspondence, legal notices, calls for proposals, filing regulations, mailings, fiscal accountability, records retention and retrieval, paralegal research and general assurance of statutory and regulatory processes.
- Seasonal staff in four Boards Support Section offices (Kotzebue, Dillingham, Fairbanks, and Anchorage) provide technical and logistical support for the committees and serve as the main contact for state fish and game regulatory information for staff from the state and federal agencies and the public. Travel and per diem expenses for advisory committee members to attend committee meetings and for one representative to attend Board of Fisheries and Game meetings are included in this component.

End Result	Strategies to Achieve End Result
A: High level of public credibility in the Board of Fisheries and Board of Game regulatory process. <u>Target #1:</u> A majority of board meeting participants indicate that expectations are met or exceeded for the board process and materials available prior to and during board meetings. <u>Status #1:</u> In FY08, 89% of board meeting participant survey respondents reported expectations were met or exceeded for overall experience with the board process, 55% for materials available prior to board meetings, and 87% for materials available during meetings, exceeding the target.	A1: Ensure citizens participating in the board process have clear and helpful information available to engage effectively. <u>Target #1:</u> Mail and post copies of proposed regulation changes to allow adequate time for public review. <u>Status #1:</u> Proposed regulatory changes are posted online and mailed to the public eight weeks prior to board meetings.
End Result	Strategies to Achieve End Result
B: The state's fishing, hunting, and trapping regulations are developed through a high level of citizen participation. <u>Target #1:</u> Provide advance notification to the public to submit regulation changes and comments on regulatory changes. <u>Status #1:</u> All deadlines for public comment and proposal submission are posted, mailed, and emailed.	B1: Broadly announce to the public the deadlines for submitting proposals to change fishing and hunting regulations and for submitting comments on proposed changes. <u>Target #1:</u> Increase the number of public participant entries on the master "notification by email" list. <u>Status #1:</u> In 2008, the number of email addresses used for notifications of board announcements increased by

	<p>227 entries (27%) from the previous year.</p> <p>B2: Work with all local fish and game advisory committees to insure compliance with the two-week public meeting notice requirement.</p> <p><u>Target #1:</u> All advisory committees are in compliance with the two-week notice requirement for elections.</p> <p><u>Status #1:</u> For the 2007/2008 meeting cycle, all reporting regions verified 100% compliance of providing two week notice, meeting the target.</p>
End Result	Strategies to Achieve End Result
<p>C: The public is provided fast and easy access to board meeting records.</p> <p><u>Target #1:</u> Provide all written materials from board meetings on website.</p> <p><u>Status #1:</u> Since this target was initiated in October 2007, there has been 100% compliance.</p>	<p>C1: Ensure website is highly "user-friendly" for accessing board information.</p> <p><u>Target #1:</u> Add feedback suggestion box to board website and implement an annual review of website.</p> <p><u>Status #1:</u> Measurement of this target is scheduled to be implemented in FY09.</p>

Major Activities to Advance Strategies	
<ul style="list-style-type: none"> • Issue "Call for Proposed Changes" to fishing/hunting regulations. • Distribute proposals around the state for public comment. • Attend and provide staff support at board and advisory committee meetings. • Prepare and issue legal public notices for board and advisory committees. • Distribute agendas to all interested parties for board/advisory committee meetings. • Provide parliamentary services to boards. • Coordinate joint meetings for the boards with other agencies and regulatory bodies over issues of mutual concern. • Make meeting arrangements: set meeting dates and locations, secure meeting space and equipment leases. • Make travel arrangements, block hotel rooms, process travel claims for board/advisory committee members. • Prepare and organize meeting material for the board. • Maintain legal records of decisions. • Write findings, resolutions, and policy statements to support board decisions. 	<ul style="list-style-type: none"> • Provide training and technical assistance to board members, both onsite and through New Member Orientation Manual. • Coordinate input (biological, scientific, and sociological information) provided by ADF&G and other agencies to boards. • Prepare and organize meeting material for advisory committees, including written comment from the public, agendas, reports, etc. • Provide parliamentary services to advisory committees. • Provide training and technical assistance to advisory committee (AC) members and officers, both onsite and through AC Manual. • Coordinate input (biological, scientific, and sociological information) provided by ADF&G and other agencies to advisory committees. • Coordinate joint meetings for the advisory committees with federal Regional Advisory Councils (RAC) and other state advisory committees. • Maintain database of Board and AC members, interested organizations and individuals for the fish and wildlife regulatory process. • Maintain website with current information. • Distribute board/advisory committee meeting reports and summaries to interested parties around the state. • Maintain historical record of board decisions (paper and website). • Maintain record of advisory committee meetings and correspondence, including membership rosters, record of elections, etc.

FY2010 Resources Allocated to Achieve Results

FY2010 Component Budget: \$1,649,600

Personnel:

Full time	6
Part time	4
Total	10

Performance

A: Result - High level of public credibility in the Board of Fisheries and Board of Game regulatory process.

Target #1: A majority of board meeting participants indicate that expectations are met or exceeded for the board process and materials available prior to and during board meetings.

Status #1: In FY08, 89% of board meeting participant survey respondents reported expectations were met or exceeded for overall experience with the board process, 55% for materials available prior to board meetings, and 87% for materials available during meetings, exceeding the target.

Analysis of results and challenges: Board meeting participant surveys are administered at board meetings. Surveys are compiled and results are analyzed. A table and/or graph will be available in FY10.

A1: Strategy - Ensure citizens participating in the board process have clear and helpful information available to engage effectively.

Target #1: Mail and post copies of proposed regulation changes to allow adequate time for public review.

Status #1: Proposed regulatory changes are posted online and mailed to the public eight weeks prior to board meetings.

Analysis of results and challenges: Systematic data collection began in FY09. A table and/or graph will be available in FY10.

B: Result - The state's fishing, hunting, and trapping regulations are developed through a high level of citizen participation.

Target #1: Provide advance notification to the public to submit regulation changes and comments on regulatory changes.

Status #1: All deadlines for public comment and proposal submission are posted, mailed, and emailed.

Analysis of results and challenges: A table and/or graph will be available in FY10.

B1: Strategy - Broadly announce to the public the deadlines for submitting proposals to change fishing and hunting regulations and for submitting comments on proposed changes.

Target #1: Increase the number of public participant entries on the master "notification by email" list.

Status #1: In 2008, the number of email addresses used for notifications of board announcements increased by 227 entries (27%) from the previous year.

Number of email addresses used

Fiscal Year	Addresses
FY 2008	1,064
FY 2007	837
FY 2006	521
FY 2005	408
FY 2004	208

Analysis of results and challenges: In 2004, the Boards Support Section began soliciting email addresses and created an electronic mailing list to provide a more efficient and less expensive method for disseminating information to the public. An online form on the Boards Support Section website provides an easy interface for the public to sign up for this list. In 2008, the number of email addresses increased by 227 entries (27%) from the previous year.

B2: Strategy - Work with all local fish and game advisory committees to insure compliance with the two-week public meeting notice requirement.

Target #1: All advisory committees are in compliance with the two-week notice requirement for elections.

Status #1: For the 2007/2008 meeting cycle, all reporting regions verified 100% compliance of providing two week notice, meeting the target.

Advisory Committee Meeting Notification Requirement

Fiscal Year	Arctic Region	Interior Region	Southcentral Region	Southeast Region	Southwest Region
FY 2008	100%	100%	100%	100%	NA
FY 2007	100%	100%	100%	77%	20%
FY 2006	100%	100%	100%	43%	75%

Analysis of results and challenges: Advisory committees are the local "grass roots" groups that meet to discuss fishing and wildlife issues and to provide recommendations to the boards. Meetings are open to the public and are intended to provide a local forum on fish and wildlife issues. Their purpose, as established by the legislature, includes: developing regulatory proposals, evaluating regulatory proposals and making recommendations to the appropriate board, providing a local forum for fish and wildlife conservation and use, and consulting with individuals, organizations, and agencies.

In addition to assisting advisory committees in coordinating meetings and providing pertinent information the section also assists committees in providing two-week public notice of election meetings as required by regulation.

During the past meeting cycles (2006/2007 & 2005/2006), notification of election meetings could not be verified. 2007/2008 data for the Southwest region was not available due to staff on seasonal leave.

C: Result - The public is provided fast and easy access to board meeting records.

Target #1: Provide all written materials from board meetings on website.

Status #1: Since this target was initiated in October 2007, there has been 100% compliance.

Analysis of results and challenges: Posting all written materials on the Boards Support Section website has received a highly positive public response.

C1: Strategy - Ensure website is highly "user-friendly" for accessing board information.

Target #1: Add feedback suggestion box to board website and implement an annual review of website.

Status #1: Measurement of this target is scheduled to be implemented in FY09.

Analysis of results and challenges: The addition of a suggestion box on the framework pages of the Boards

website will result in the constructive feedback and help identify specific problems faced by those accessing board information. Data will be collected and compared year to year. Other data on website use are available through a Webtrends analysis which showed, for example, there were 46,610 visitors during FY07, a 36 percent increase over the 34,153 visitors in FY06.

Key Component Challenges

Program adjustments are being made to compensate for the increased air travel costs and the recent 42 percent increase the travel per diem reimbursement rate. Both factors have a significant impact on the program because a large proportion of the budget supports advisory committee (AC) and board member travel. These increased costs have largely eroded the effect of funding increases received in FY06 and FY07. In FY06, both the Board of Fisheries and Board of Game were able to return to the tradition of holding board meetings in both rural and urban areas to insure opportunity for input from all citizens of the state. A previous reduction resulted in limiting meetings to only urban centers. In FY07, local fish and game advisory committees were able to meet twice annually, up from the single annual meeting limitation applied between FY04 and FY06. Two annual meetings are set in regulation as the minimum level for active status.

The Board of Game continues to implement the state's intensive management law that addresses predator management. Board actions on this topic result in a high level of public interest and are regularly subject to court challenge by groups that oppose active state predator management. The board and staff spend considerable time on responding to inquiries and information requests on predator management. The board also is asked to respond to requests for predator control programs in additional areas of the state.

The complexity of coordinating state management with federal management of subsistence uses on federal lands and waters continues to be a key issue for the Board of Fisheries, Board of Game, and for the advisory committees. The boards, committees, and our program have experienced an increased workload coordinating the state and federal process and responding to information requests. Similarly, there is considerable coordination between the Board of Fisheries and the North Pacific Fishery Management Council on several key Alaska fisheries, including crab, cod, pollock, and other species.

Significant Changes in Results to be Delivered in FY2010

The Board Support Section has coordinated with the Department of Law to identify needs for meeting records availability for the public and general archiving purposes. While many of the written materials from each meeting have been available on the board's website, the section identified a project to get the complete set of materials posted and made available on the Boards' website. This should help with fulfilling information requests while improving and expanding our electronic data and information capabilities. The website is a very important tool for the public and agencies to retrieve information related to board actions and process. Steps to expand capacity and efficiency include:

- Provide the capability to allow the public to submit proposals online (under initial development).
- Post board written meeting materials on website immediately after board meetings.
- Provide live audio streaming of board meetings
- Maintain organized electronic filing system for long term-archiving for convenient access.
- Shared access to databases from Boards Support Section field offices for mailing lists and AC meeting notices.
- Expand and utilize electronic notification database used for distribution of announcements. .

Another area of emphasis is to improve the effectiveness of the advisory committee process through outreach and educational efforts. Currently the Boards Support Section lacks a systematic approach for providing an orientation for new members or training for long-term members. Committee access to background information and committee minutes often fail to provide the boards with the needed local input consistent with the committees' mission. Specific steps for this project include: implementing change as a result of the actions taken during the October 2007 Joint Board meeting; arranging regional meetings with AC chairpersons to provide training opportunities for advisory committee members; updating the advisory committee manual; developing an informative brochure for the public on AC and board process; and improving the support for and involvement by advisory committees in those locations of the state where needed.

Major Component Accomplishments in 2008

The Board of Fisheries and Board of Game (Joint Board) met in FY08 for the first time since 1997 to review the state's advisory committee system and the state's non-subsistence areas. The Joint Board consolidated two advisory committees and split two others in an effort to better match the structure of the advisory committee system to local needs. Several committees in Southeast also reactivated as a result of the Joint Board review.

The Boards Support Section coordinated with the Division of Wildlife Conservation to develop an information program on Intensive Management, including the development and public distribution of pamphlets, written reports, and PowerPoint presentations. The Board of Game has had a role in identifying opportunities for speaking engagements with public groups and will continue doing so. Funding for this program was provided by a capital grant from the legislature in FY08.

The Board of Fisheries continued to implement the statewide Sustainable Salmon Fisheries Policy through evaluation of proposals in the Kodiak and Cook Inlet areas. This significant policy aims to evaluate and rebuild the state's salmon stocks, and continues to shape overall salmon fisheries management.

The legislature formed a Cook Inlet Salmon Task Force to follow up on issues identified as a result of the board's February 2008 Upper Cook Inlet Finfish meeting.

Board of Game actions on intensive management were challenged in court, as were actions taken to modify the point system for Tier II subsistence permits in the Copper River Basin area Nelchina Caribou hunt. The Board of Game held special meetings in the July to address the court rulings on both of these subjects.

One new board member was named to the Board of Fisheries by the Governor; and two were named to the Board of Game. Orientation sessions were held for each board. These important sessions enable the new board members to receive essential information from the commissioner, the Departments of Law and Public Safety, and other agencies on statutory authorities and policies, such as the administrative procedures act, the subsistence law, constitutional provisions, etc.

Statutory and Regulatory Authority

AS 16.05
AS 16.20
AS 44.62
AAC Title 5
Public Law 96-487

Contact Information

Contact: Jim Marcotte, Executive Director II
Phone: (907) 465-6095
Fax: (907) 465-6094
E-mail: jim.marcotte@alaska.gov

Fish and Game Boards and Advisory Committees Component Financial Summary

All dollars shown in thousands

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	926.0	925.6	920.3
72000 Travel	373.2	396.7	346.7
73000 Services	302.9	439.7	344.7
74000 Commodities	17.5	62.9	37.9
75000 Capital Outlay	0.3	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,619.9	1,824.9	1,649.6
Funding Sources:			
1002 Federal Receipts	29.4	267.5	57.8
1004 General Fund Receipts	1,106.3	1,135.4	1,148.6
1007 Inter-Agency Receipts	417.7	390.3	390.5
1036 Commercial Fishing Loan Fund	31.7	31.7	31.7
1061 Capital Improvement Project Receipts	34.8	0.0	15.0
1108 Statutory Designated Program Receipts	0.0	0.0	6.0
Funding Totals	1,619.9	1,824.9	1,649.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Unrestricted Revenues				
Commercial Fishing Loan Fund	51100	31.7	31.7	31.7
Unrestricted Total		31.7	31.7	31.7
Restricted Revenues				
Federal Receipts	51010	29.4	267.5	57.8
Interagency Receipts	51015	417.7	390.3	390.5
Statutory Designated Program Receipts	51063	0.0	0.0	6.0
Capital Improvement Project Receipts	51200	34.8	0.0	15.0
Restricted Total		481.9	657.8	469.3
Total Estimated Revenues		513.6	689.5	501.0

**Summary of Component Budget Changes
From FY2009 Management Plan to FY2010 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2009 Management Plan	1,135.4	267.5	422.0	1,824.9
Adjustments which will continue current level of service:				
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	13.2	0.3	0.2	13.7
Proposed budget decreases:				
-Reduce federal authorization to align with anticipated revenues	0.0	-210.0	0.0	-210.0
Proposed budget increases:				
-Increase SDPR for public information requests and CIP authority to cover personal services	0.0	0.0	21.0	21.0
FY2010 Governor	1,148.6	57.8	443.2	1,649.6

**Fish and Game Boards and Advisory Committees
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2009</u> <u>Management</u> <u>Plan</u>	<u>FY2010</u> <u>Governor</u>		
Full-time	6	6	Annual Salaries	522,795
Part-time	4	4	COLA	21,212
Nonpermanent	2	2	Premium Pay	9,291
			Annual Benefits	276,226
			<i>Less 3.00% Vacancy Factor</i>	(24,886)
			Lump Sum Premium Pay	0
			Board Honoraria	115,640
Totals	12	12	Total Personal Services	920,279

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant I	0	0	1	0	1
Administrative Officer I	0	0	1	0	1
College Intern II	0	0	1	0	1
College Intern III	0	0	1	0	1
Exec Dir I, Brds Fish & Game	0	0	1	0	1
Exec Dir II, Brds Fish & Game	0	0	1	0	1
F&G Regional Reg Pgm Asst	1	1	0	2	4
Publications Spec II	0	0	2	0	2
Totals	1	1	8	2	12

Component Board Summary

Board Description	Member Count	Pay Per Day	Budgeted Days	Additional Pay	Total Cost
Fish Board - Non-Regulatory Meeting Days	7	110.48	3	0.00	2,495.94
Fish Board - Regulatory Meeting Days	7	220.95	43	0.00	71,547.10
Game Board - Non-Regulatory Meeting Days	7	110.48	2	0.00	1,663.96
Game Board - Regulatory Meeting Days	7	220.95	24	0.00	39,933.27
Total					115,640.27